Spring 2017 Bulletin

Spring 2017 Hall and Room Change Instructions

Current residents can choose one of two processes to request a new assignment for Spring 2017:

1. Participate in Spring Online Room Selection on SPIRE

Go to SPIRE/Housing/Room Selection Home Page from **Monday, November 7 through Tuesday, December 13, 2016** and request an appointment for the Spring Room Selection process (see schedule below). For step-by-step instructions on how to use online room selection, please view the online tutorials for using Online Room Selection on our website.

Request Appointment: **November 7th - December 13th**
Appointments Posted/Group Formation Begins: **December 15th by 3:00pm**
Room Selection Period: **January 3rd - January 9th at 11:59pm**

2. Participate in a Roommate/Apartment Mate Pull-In

Residents with a confirmed vacancy* in their room/apartment for spring semester may pull in another fall on-campus resident as their roommate/apartment mate for the spring. All students must come together to the Residential Life Student Services office at 235 Whitmore from **December 5th through December 22nd at 5:00pm**. The student changing their assignment must check out of their current assignment prior to fall closing and can check in to their new assignment during Spring Check-In.

**IMPORTANT:** Spring Roommate Pull-In is offered to allow residents who have a confirmed vacancy to choose their roommate for the spring semester. Residents should only pull in a roommate if they plan to remain in their assignment for the spring semester. Residents who pull another student into a space and later cancel their assignment co-opts the priority we use for students to assign themselves to on-campus spaces. To allow students to select spaces based on their priority, Residential Life Student Services will void any roommate pull-in where the student with the confirmed vacancy performs a pull-in and then cancels their assignment prior to when the halls close for the fall semester.

* A confirmed vacancy exists if you have a vacancy in your room/apartment at the end of fall semester, your fall roommate has cancelled for Spring 2017 or your fall roommate has been pulled into another person’s room for Spring 2017.

Don’t Forget! If you request an appointment for Online Room Selection or are pulled into a new assignment, **you must remove all of your belongings and check out of your fall assignment by no later than 6:00pm on December 22, 2016.**

Check-out includes removing your belongings from the room and returning your key to the Residential Service Desk. You will be reassigned to your fall 2016 room if you fail to check out properly.

Break Housing Halls and North Apartment Residents

**Important:** Fall residents in North Area Apartments and Break Housing halls requesting a change of assignment will receive additional instructions and timelines for checking out of their Fall assignment.

Spring 2017 Assignment and Opening Information!

**Note:** Students assigned to North Apartments can begin to move in on January 9, 2017 at 9:00am.

**Early Arrivals**
Friday, January 20, 2017 from 9:00am - 10:00pm for a $100 Early Arrival Fee

**Opening Day**
Residence Halls open for check-in on Sunday, January 22, 2017 from 9:00am to 11:00pm. Check-in continues on Monday, January 23, 2017 from 8:30am to 11:00pm

**Late Arrivals and Failure to Check-In**
Students who plan to arrive after 5:00pm on January 22, 2017 must request a late arrival status by notifying RLSS. Students who fail to arrive by 5:00pm on January 22, 2017 will have their spring assignment cancelled as a no-show. No-show cancellations are subject to the cancellation fee of $500 as well the improper check out fee schedule. (see next page)
Improper Check-Out Fee

A proper check-out includes removing all of your belongings from the space and turning in your key to the Residential Service Desk. A prepared vacant space consists of an empty bed, dresser, desk and closet/wardrobe. If you do not remove your belongings before the Spring 2017 early arrival and opening period you will be assessed the improper check-out fee for preventing the re-assignment and occupancy of your former space. These fees are in addition to any cancellation fee you may have already incurred.

Check Out During Early Arrival Period January 20, 2017 $175 fee
Check Out Opening Day January 22, 2017 $250 fee
Opening Week January 23-27, 2017 $400 fee

Any student who fails to prepare the room and/or participate in a proper check-out after opening week will incur a $400 improper check-out fee and additional charges based on the rent refund schedule.

Avoid Additional Fees!

Residential Life has established fees that encourage students to make timely decisions about their on-campus housing and preserve the rights of students seeking new assignments. Students who cancel after stated assignment deadlines prevent current students from initiating roommate requests and create unanticipated vacancies.

Late check-outs, blocked rooms, and abandoned belongings prevent Residential Life staff from preparing spaces for new students. These fees (see below) are in place to discourage these circumstances and negative outcomes.

Going on Exchange/Internship for Spring 2017

Don’t forget to cancel your housing assignment before 5:00pm on Wednesday, November 30th to cancel for free! You must contact RLSS directly by phone or in person to cancel your spring assignment.

UMass students who go on exchange/internship are guaranteed the opportunity to select on-campus housing if they submit an eligibility form at the time of cancelling their spring assignment. Please come to Residential Life Student Services at 235 Whitmore to complete the form.

Cancelling Your Residence Hall Contract and Spring 2017 Assignment

Current residents signed a Residence Hall contract for the academic year. If you are not living on campus for Spring 2017 you must cancel your contract and assignment by calling 413.545.2100 or by coming in person to 235 Whitmore. Note the cancellation fee schedule below. More information on who is subject to the cancellation fee schedule is available at www.umass.edu/living.

<table>
<thead>
<tr>
<th>Cancellation Fee Schedule</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 Cancellation Fee Period</td>
<td>By holding assignment</td>
<td>November 30th at 5:00pm</td>
</tr>
<tr>
<td>$200 Cancellation Fee Period</td>
<td>November 30th at 5:00pm</td>
<td>December 16th at 5:00pm</td>
</tr>
<tr>
<td>$300 Cancellation Fee Period</td>
<td>December 16th at 5:00pm</td>
<td>December 28th at 5:00pm</td>
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<tr>
<td>$400 Cancellation Fee Period</td>
<td>December 28th at 5:00pm</td>
<td>January 12th at 5:00pm</td>
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<tr>
<td>$500 Cancellation Fee Period</td>
<td>January 12th at 5:00pm</td>
<td>Through the 5th week of the semester.</td>
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Blocked Room Fee

Residents who prohibit another student from successfully checking into their assigned space are charged a blocked room fee of $150 and face judicial action. Creating a “block” includes, but is not limited to, spreading out belongings on both sides of the room, abandoning belongings in a previous room, utilizing both sets of furniture, removing furniture (bed frames and mattresses), moving illegal furniture into the room, not allowing an assigned student to move into the space in his/her room, etc.

Graduating for Fall 2016 or Winter 2017?

Students who are projected to graduate for fall 2016 or wintersession 2017 will automatically have their spring 2017 assignment cancelled for no fee at 5:00pm on Friday, November 25th. If you do not expect to graduate by wintersession 2017, please update your graduation date in SPIRE by no later than Wednesday, November 23rd at 5:00pm.

Transferring or Taking Time Off?

Seeking Exemptions for Spring 2017?

Fall residents who are thinking about not returning for the spring should cancel their assignment by 5:00pm on November 30, 2016 for the $100 cancellation fee and complete a check-out prior to leaving for wintersession. The date you cancel your housing determines the cancellation fee. Students who cancel their assignment after the residence halls close will have to return to campus and retrieve their belongings by January 19, 2017 to avoid additional fees. Freshmen planning to seek an exemption from their on-campus requirement for Spring 2017 must submit an application prior to 5:00 pm, November 30, 2016 to cancel their assignment for the $100 cancellation fee. Exemptions filed and approved are subject to the cancellation fee schedule.

Avoid Additional Fees!

Residential Life}

Find Room Selection information with the Living at UMass App! Available on the App Store and Google Play! @LivingatUMass